

DEPARTMENT OF THE ARMY
Corps of Engineers, Missouri River Division
P.O. Box 103, Downtown Station
Omaha, Nebraska 68101-0103

MRD-R 25-1-50

CEMRO-IM-PM

Regulation
No. 25-1-50

1 May 1990

Information Management
PREPARING AND MANAGING CORRESPONDENCE

1. Purpose. This regulation implements policies and procedures regarding the preparation and management of correspondence.
2. Applicability. It is applicable to members of the Missouri River Division and its Districts.
3. References.
 - a. AR 25-50, Preparing and Managing Correspondence
 - b. AR 25-400-2, The Modern Army Recordkeeping System (MARKS)
4. General.
 - a. Type Styles. Standard pica, courier 10-pitch, or similar large type styles are preferred. However, if 10-pitch styles are not available, use what is available. Do not use unusual type styles such as script. Do not purchase new equipment to satisfy the 10-pitch preference.
 - b. File Number. Place the Modern Army Recordkeeping System (MARKS) file number in parenthesis two spaces following the office or reference symbol on memorandums.
 - c. Dating. Correspondence requiring Executive Office signature will be undated, and once signed, the date will be typed/date stamped, as required, prior to dispatching. The only exceptions will be contracts, permits, licenses, local publications, and other correspondence that require specific typewritten dates.
 - d. Copies.
 - (1) The record or file copy of correspondence will be yellow. If white or photocopies are used in lieu of yellow manifold, mark the original record copy "record copy" or "file copy" along the edge of the right margin. A yellow highlighter may also be used running a line along the right edge of the official copy.
 - (2) White paper will be used for information or courtesy copies.

This regulation supersedes MRD Suppl I to AR 340-15, dated 15 Dec 81, and MRO Suppl 1 to AR 340-15, dated 1 Feb 82.

(3) Blue file copies will be used for the Commander's Reading File.

(4) Other colors may be used for individual office reading files.

e. Coordination of Action. Originators of correspondence will provide complete coordination and review.

(1) Type coordination on the right margin opposite the signature block. The names will be placed higher on the page than the signature block when there are too many names for the amount of space remaining below the signature block.

(2) Type on file copies the last name of reviewers and signing officials with office symbols. Names will be double spaced to provide space for reviewers and signing official to initial above his/her name.

(3) Printed or stamped coordination ladders are not authorized.

(4) All correspondence to be signed in the Executive Office should be coordinated through the Administrative/Executive Assistant and the appropriate Deputy Commander (i.e., Civil or Military).

f. Signature Blocks.

(1) MRD, MRK, MRO - The terms "Commander" and "Deputy Commander" will be used for military correspondence.

(2) MRD - The terms "Division Engineer" and "Deputy Division Engineer" will be used for non-military correspondence.

(3) MRK & MRO - The terms "District Engineer" and "Deputy District Engineer" will be used for non-military correspondence.

g. Signature Markers.

(1) Missouri River Division. DA Label 116 will be used.

(2) Kansas City District. Guidance for signature markers are contained in KCD-R 25-1-50.

(3) Omaha District. Requirements for signatures on correspondence will be indicated by placing colored tabs beside the signature blocks as follows: RED for Commander; ORANGE for Deputy District Engineer (Project Management); BLACK for Deputy Commander (Hazardous & Toxic Waste); GREEN for Deputy Commander (Military); BLUE for Assistant Commander.

5. Delegation of Signature Authority.

a. The following types of correspondence will be prepared for the signature of the Commander.

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- (1) Correspondence to the President (White House cases); Senators or Representatives (Congressional cases); Governors; and other high governmental officials at the Federal, state, and local levels.
 - (2) Replies to officers of the Armed Services of general or flag rank.
 - (3) Adverse personnel actions.
 - (4) Letters transmitting commendations from sources outside the Division/District office to individuals within the command.
 - (5) Correspondence regarding serious criticism or derogatory information concerning Division/District operations.
 - (6) Correspondence to HQUSACE containing requests or recommendations which may have the potential for denial by HQUSACE only when general officer involvement at the HQUSACE level is deemed appropriate. As an example, an MRD reclama to a request which had previously been denied by HQUSACE would be appropriate for signature of the Division Commander.
 - (7) All replies to District Commanders who have personally requested reconsideration of an earlier denial by a member of the MRD staff.
 - (8) New policy or policy changes which significantly affect Division/ District operations, and exceptions to regulations or established policy of higher authority.
 - (9) Program changes.
 - (10) Correspondence and documents requiring personal signature of the Commander because of specific requirements or directives, including contractual matters on contracts for which the Commander is Contracting Officer.
 - (11) District Commander's correspondence requesting the personal approval of the Division Commander.
- b. The Commander or a Deputy Commander will sign correspondence involving controversial matters, statements of policy, sensitive issues, criticism of higher authority, commands, or agencies outside the HQUSACE chain of command, and urgent matters of considerable importance. The decision as to whether the Commander or a Deputy Commander will sign such correspondence is a judgment matter and will be determined on a case by case basis. If in doubt, staff elements will seek guidance from the Executive Office.
 - c. Letters to individuals listed in paragraph 5.a.(1) above which must be dispatched while the Commander is away.
 - d. Authority Line.

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(1) MRD - Only Chiefs of Directorates and separate offices are authorized to sign "FOR THE COMMANDER."

(2) Kansas City District - Guidance is furnished in KCD-R 25-1-50.

(3) Omaha District - Only Chiefs of Divisions and separate offices are authorized to sign "FOR THE COMMANDER."

6. Congressional, Gubernatorial, Secretarial Level, and Administrators and Directors of Federal Agencies. Special attention will be given to timely response to this type of correspondence. A reply will be dispatched within five working days after receipt unless a suspense date is marked on the correspondence. If it is not possible to furnish all the required information within the five day requirement, an interim reply will be sent. A final reply will be processed expeditiously upon availability of required information. Deviation from these requirements must be approved by the Commander, or in his absence, the appropriate Deputy Commander.

7. Quality Control. Commanders will establish Correspondence Quality Control procedures to include correspondence spot checks to ensure that written correspondence is maintained at an acceptable level.

a. The Division Records Administrator is responsible for promoting and achieving sound management practices in correspondence quality control.

b. The District Records Managers are responsible for establishing a Correspondence Quality Control Program within the Districts.

FOR THE COMMANDER:

/s/

DISTRIBUTION:

A

A & B-MRO

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